

MINUTES OF THE SPECIAL MEETING OF THE STR ADVISORY COMMITTEE
TUESDAY, DECEMBER 03, 2019 AT TRINIDAD TOWN HALL, 409 TRINITY STREET

I. CALL TO ORDER/ROLL CALL (6:05 pm)

Committee Members Present: Bruce, Nash-Hunt, Lake
Committee/Alternate Members Absent: Cox, Moran
City Staff: Naffah, Zetter

II. ITEMS FROM THE FLOOR

Commissioner Lake stated the minutes indicate there was a discussion about how the Committee is not subject to the Brown Act, and explained that the adopted resolution states the Committee will hold meetings in accordance with it. City Manager Naffah responded to Lake stating the Brown Act will be followed. Lake continued to discuss the necessity of transparency and email etiquette. Lake requested the zoning for all STRs.

Committee member Nash-Hunt responded to Lake advising not all members are as versed as others, when it comes to proper protocols, so educating one another is beneficial. However, she raised concern that the Committee is behind because members are being nit-picky.

III. APPROVAL OF MINUTES

September 11, 2019 (continued from October meeting)

Motion (Lake/Nash-Hunt) to approve the September 11, 2019 minutes as amended. Approved (3-0). Passed unanimously.

Updated sentence "Bruce suggested that a cover letter be added to the permit application...working on the permit" to "Bruce suggested that a cover *sheet* be added to the permit application...working on the permit." (Agenda Item 3, page 3).

Removed sentence "Bruce advised that using a cover sheet will cover regulations B & C in violations." (Agenda Item 3, page 4).

October 22, 2019

Motion (Nash-Hunt/Bruce) to approve the October 22, 2019 minutes as amended. Approved (2-0, 1 abstention). Lake abstained.

Updated sentence "Bruce also made mention, as the Brown Act has...only an advisory committee" to "***City Manager Naffah*** also made mention, as the Brown Act has...only an advisory committee." (Agenda Item 2, page 2).

Updated sentence "Moran suggested adding a few definitions...possibly make amendments" to "Moran suggested ***examining and clarifying definitions***...possibly make amendments." (Agenda Item 5, page 4).

IV. AGENDA ITEMS

1. Review draft "Permit Application Cost Recovery Timesheet," draft "STR Permit Cost Tracking Timesheet" and draft "Permit Application Fee Structure" that were recommended at September 11, 2019:

Committee Member Discussion:

Committee Chair Bruce stated he based the documents off forms he used for Caltrans. He advised he reviewed the documents with City Staff, who provided comments and minor corrections. He clarified that the STR Permit Cost Tracking Timesheet is to track any additional fees that are in addition to the \$300.00 license fee. He stated the Permit Application Fee Structure document is draft language.

Lake stated she was in favor of the draft language, but had questions regarding the other two pages. She advised she prefers working with spreadsheets, and presented an example she composed to the Committee. Nash-Hunt questioned if it would be entered by hand, and staff responded that it would be. Bruce reminded the Committee that the license fee and the cost of additional staff time spent need to be separate. Lake advised she would like all information on one sheet. The Committee agreed that a spreadsheet would be a good process to use. Bruce advised that the STR Committee has now given samples/examples to staff, as they are only recommendations. He stated ultimately it is up to staff, as it is administrative.

Bruce questioned who is setting the annual cost of the license. Naffah confirmed the City Council sets the annual cost. A discussion ensued regarding the change in the fee over time, as \$300.00 was not the original fee. Bruce advised that if the Committee is in agreement, regarding the language of the fee structure, it can be modified as the price changes. Bruce advised that the City must collect enough to cover the cost, and offered the idea that if it is cheaper to process a renewal, the price could be lowered.

Motion (Bruce/Lake), that per the resolution passed by the Committee at the September 11th meeting, the Committee is submitting the following language to the City Council for the City of Trinidad's STR application fee structure, and that the Cost Recovery Timesheet, Cost Tracking Timesheet, and Permit Application Fee Structure language be included in every STR permit application. Passed (3-0). Passed unanimously.

2. Debrief of November 19th joint Council, Planning Commission, and STR Committee meeting. Next steps?:

Committee Member Discussion

Nash-Hunt stated she felt the meeting was overall positive, but she would have liked more community input. She advised it was beneficial having the three groups together communicating. Bruce advised it seemed there was clear direction from the City Council that they are looking suggestions, not just a list of problems. Specifically, the Council wants recommendations on how to resolve the problem(s). He explained that at this time the Committee has not come up with constructive solutions. Lake agreed it was beneficial having everyone in the same room, but was disappointed the mayor did not recuse himself because he has a STR. She stated she felt it was a conflict of interest violation. She suggested it be taken up with the attorney, and that it needs to be further taken to the FPPC. Bruce suggested it is possible he did not recuse himself, as no decisions were being made. Lake further went on to advise that STR applications need to be streamlined, such as having a binder for each property. There was an overall agreement that it is beneficial for staff if the process is streamlined. Nash-Hunt questioned what information classifies as private vs public. City Manager Naffah provided an explanation.

Motion (Lake/Bruce) to recommend having a main file for each STR property (including: prior applications, complaints, correspondence, etc.) to be easily accessible to the public, Planning Commission, STR Advisory Committee, and City Council. Passed (2-0, 1 abstention.) Nash-Hunt abstained.

3. Discuss suggestions for Council on how to improve enforcement/compliance with Ordinance as currently written and possible changes to Ordinance in next revision:

Committee Member Discussion:

Bruce advised that Committee member Cox had suggested getting STR owners into compliance, before enforcement.

Bruce provided a list of suggestions.

1. At the October 22nd meeting, STR Property Manager and owner M. Reinman suggested making tenants responsible for the fines. Bruce suggested a separate \$1000.00 deposit held by the City, in addition to M. Reinman's suggestion. This deposit would be held until checkout, and if no complaints were made, it would be refunded. If complaints were made, the deposit would be used to pay for an investigator and any additional accrued fees that are a result of the complaint(s). Lake questioned the legality, and suggested getting the attorney's input. City Manager Naffah advised he doesn't envision the City being able to enforce the deposit, or hold it. Nash-Hunt advised that she has never had to pay an additional security deposit while staying in rentals at other locations. Naffah suggested dropping the deposit from \$1000 to \$500, because it is more reasonable. Bruce advised it does not impact affordability. Nash-Hunt advised the pressure is already on the owner, as there are fines up to \$100,000.00, plus if there is a problem she would switch property managers. Nash-Hunt stated that ultimately what needs to be determined is who is responsible.
2. Bruce advised that City Council member Davies stressed that meet and greets are extremely important, as it reinforces guest responsibility. Nash-Hunt stated a meet and greet did help at her property, but in many cases it is excessive, thus if it is going to happen it should only be with 1st time renters. Bruce advised a meet and greet is necessary. Lake stated meet and greets are the only enforcements in place. Naffah reminded the Committee that if someone misrepresents themselves they will be fined. Bruce stated that it is important that a meet and greet occur, even if it is the next morning. Nash-Hunt disagreed.
3. Bruce suggested having either the administrative assistant or a public works employee take a half day to examine the signs. He advised they could take pictures and measure them if necessary, upon doing so also send a notice with a fine to the owner. Lake advised that a variety of STRs are out of compliance, and yet the City Building Inspector has signed off on granting a permit. Naffah advised that it is relatively doable, and proceeded to read the ordinance,

specifically the section on the purpose of signs. Bruce advised if the City begins enforcing the ordinance, people will comply. Nash-Hunt advised signs are not one of the large issues regarding STRs, thus are not a high priority.

4. Bruce suggested holding a “best practices meeting,” which was initially suggested by property manager, J. Kitchen. The meeting should be with City Staff and Property Managers. Naffah was in support, but Lake suggested a meeting wouldn’t be transparent enough. Naffah advised the purpose is not to discuss the ordinance, but instead just to facilitate discussion on what is working for them in terms of managing the properties. Nash-Hunt stated having communication between the City, property managers, and owners would be beneficial.

Motion (Nash-Hunt/Lake) to extend an additional 10 minutes. Passed (3-0). Passed unanimously.

Motion (Lake/Nash-Hunt) to recommend to the City Council adding a \$1000.00 extra security deposit, enforcing meet and greets except for repeat guests, getting all signs in compliance during license renewal, and hold a best practices meeting where the ordinance is not discussed with the City Manager and property manager. Passed (3-0). Passed unanimously.

The four items brought forward by Committee Chair Bruce will be brought before for the City Council to improve compliance. No motion was made.

4. Discuss potential ramifications when improvements are made to STR’s without permits:

Committee Member Discussion:

Lake discussed the ordinance, and questioned why the motion made in 2015 wasn’t being upheld. Bruce advised it should be.

Agenda item was tabled.

5. Discuss “what is working” with the ordinance as currently written:

Agenda item was tabled.

6. Discuss definitions as currently written in the ordinance. Should any be clarified, added, or deleted?:

Agenda item was tabled.

V. Request for Future Items

Bruce suggested the following as the next order of the agenda at the next meeting:

- Continue Agenda Item 3.
- Get a report from staff on how the STR license renewal process is going.
- Discuss “what is working.”
- Discuss potential ramifications, when improvements are made to STR’s without permits.

Quarterly meeting dates were chosen for the months of January, April, September, and November.

VI. Adjournment

Motion (Nash-Hunt/Bruce) to adjourn. Passed (3-0). Passed unanimously.

Meeting adjourned at 8:06 pm. Next meeting scheduled for January 9, 2020 at 5:30 pm.

Submitted by:

Approved by:

Angela Zetter
Administrative Assistant

Dick Bruce

Dick Bruce
STR Committee Chair